

## **POSTING-DICKINSON COUNTY LIBRARY**

**POSITION TITLE: CIRCULATION ASSISTANT**

**Level: LEVEL I**

**RATE OF PAY: Starting: \$12.48/hour**

**SUMMARY:** This is a part-time position with most of the hours worked spent at the Main Library. This person will be asked to fill-in at other locations on occasion. Responsibilities include, but are not limited to, circulation duties, helping patrons, and assisting with library tasks.

As a Level I position, an employee in this position performs clerical and operational duties that facilitate the orderly flow of materials and library services. This position may receive direction from a Level II-IV employee requesting assistance with various library duties. Once basic library routines are mastered employees are expected to work independently under the procedures and broad guidelines developed by the Library Director.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Assists with assembly of signs, posters, monthly newsletter, and other forms of publicity.
2. Assists programming staff with preparation for library programming, programming activities, and other clerical duties.
3. Performs routine circulation procedures including opening and closing of the circulation desk, checking materials in/out and placing/filling hold requests for library materials.
4. Maintains confidentiality of all computer records and uses discretion with all library matters involving patrons and staff.
5. Works as a team member to provide excellent proactive customer service in helping patrons find, evaluate, and use information with the adopted Customer Service Promise as a guide.
6. Answers routine reference questions and refers those requiring additional assistance to another staff member.
7. Provides routine reader's advisory service.
8. Instructs patrons in the use of the online catalog, digital collections and resources, Internet, online databases, CD-ROM products, reader/printers, copy machines and general public computer use.
9. Provides general information about library rules and policies to patrons.
10. Attends staff and committee meetings as assigned; attends training or webinars relevant to the position.
11. Performs other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. General knowledge of books, alphabetical order and the Dewey Decimal System.
2. Excellent interpersonal skills for dealing pleasantly and cooperatively with patrons and staff.
3. Ability and willingness to work a varied schedule of days, evening and weekends.
4. Basic knowledge of computers to assist patrons and to utilize in performance of daily duties including the Internet, work processing software and email.
5. General knowledge of library rules and regulations.

**EXPERIENCE AND TRAINING** High school degree or equivalent; 6-12 months of library experience preferred.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk and hear. The employee is frequently required to stand and reach with hands and arms. The employee is often required to walk, sit and stoop, kneel, crouch, or crawl. The employee may occasionally be requested to lift and/or move large objects.